

Bureau of Naturopathic Medicine

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Welcome to the Bureau of Naturopathic Medicine, and thank you for your interest in becoming a Naturopathic Doctor in the State of California.

Background

Senate Bill 907 (Chapter 485, Statutes of 2003) was signed into law on September 22, 2003, enacting the Naturopathic Doctors Act (Act) and establishing the Bureau of Naturopathic Medicine (Bureau) within the California Department of Consumer Affairs. This bill specifies the standards for the licensure as a Naturopathic Doctor and authorizes the Bureau to adopt regulations to implement the Act.

Contents of the Application Packet

Please familiarize yourself with the contents of the application packet, as it contains important information for licensure. The application packet consists of the following documents:

- ☐ General Information (ND-101, Rev 01/08)
- ☐ Checklist (ND-102, Rev 01/08)
- ☐ Instructions for Application for Naturopathic Doctor (ND-100a, Rev 01/08)
- ☐ Application for State License as a Naturopathic Doctor (ND-100, Rev 01/08)
- ☐ Verification of License/Registration/Certification in Another State (ND-103, Rev 01/08)
- ☐ Request for Live Scan Service (BCII 8016, Rev 04/01)
- ☐ Listing of Approved Naturopathic Medical Schools (ND-106, Rev 11/06)
- ☐ Naturopathic Medicine Fee Schedule (ND-105, Rev 01/08)
- ☐ Live Scan Informational Sheet (ND-104, Rev 01/08)

Submission of Application and Contact Information

Completed applications and supporting documentation are to be mailed to the Bureau of Naturopathic Medicine at the address listed above. Fax transmissions of the application or supporting documentation will not be accepted. Should you have any questions regarding the contents of the application packet or the application process, please contact us at (916) 574-7991 or email us at naturopathic@dca.ca.gov.

GENERAL INFORMATION

All applicants are advised that any or all information furnished to the Bureau is subject to investigation; further, that the application and all papers and documents pertinent thereto are the property of the State of California and will not be returned; further, that any false, dishonest or misleading statements in the application or the attachments are grounds for denial or subsequent revocation or suspension of the license for which application is being made.

Failure to provide any of the requested information may result in the application being rejected as incomplete. Please use the Checklist (Form ND-102) to help ensure your application is complete.

A. Review and Evaluation of Application and Documentation:

Your application is considered complete once all required forms, documentation, DOJ and FBI fingerprint clearances, and appropriate fees have been received and approved. You should be notified of the status of your application, including any deficiencies, generally within 60 days from the date your application is filed. However, please note that the Bureau is allowed up to 100 working days to inform you of the status of your application, pursuant to Section 4216, Division 40 of Title 16 of the California Code of Regulations. Therefore, we ask that you refrain from contacting the Bureau regarding the status of your application for at least 60 days after submission.

If the Bureau denies your application, you will be notified in writing the reason(s) for denial and your right to a hearing.

A temporary license is **not** available.

B. Change of Address:

It is your responsibility to notify the Bureau, in writing, of any address or name changes, giving both the old and new addresses. If you change your place of business, you must also request a duplicate license using Notification of Change of Name or Address (Form ND-107, new 11/06).

C. Laws And Regulations:

To obtain a copy of the *Laws and Regulations*, please submit a written request to the Bureau (type or print clearly your name and address), or you may download the information from our website at www.naturopathic.ca.gov.

D. Duplication of Bureau Forms:

Applicants are granted permission to reproduce any form provided by the Bureau. However, only those forms having original signatures will be accepted as part of the application.

E. Notice Of Collection Of Personal Information:

The Bureau of Naturopathic Medicine of the Department of Consumer Affairs collects the personal information requested on this form as authorized by the Naturopathic Doctors Act, (commencing with Section 3610 of the Business and Professions Code); Sections 30, 144, and 480 of the Business and Professions Code; and Division 40 of Title 16 of California Code of Regulations (commencing with Section 4200). The Bureau uses this information principally to evaluate applications and to enforce licensing standards set by law and regulation.

Mandatory Submission. Submission of the requested information is mandatory. The Bureau cannot consider your application for licensure unless you provide all of the requested information.

Access to Personal Information. You may review the records containing your personal information that are maintained by the Bureau of Naturopathic Medicine as permitted by the Information Practices Act (Section 1798 of the Civil Code). See below for contact information.